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MANAGEMENT IMPROVEMENT  
December 1953

**OFFICE BUSINESS MACHINES AND EQUIPMENT**

Contents	Page	Document No.
General . . . . .	1	018
Policies . . . . .	2	
Responsibilities . . . . .	1	
Procedures . . . . .	3	

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**1. GENERAL**

The purpose of this regulation is to prescribe policies and procedures with respect to the acquisition and utilization of various types of office business machines and equipment.

**2. POLICIES.**

- a. The utilization of office business machines and equipment which will improve efficiency is consistent with the Central Intelligence Agency Management Improvement Program.
- b. Centralized punched card, duplicating, reproduction and recording facilities have been established within CIA. Such facilities shall be utilized by two or more organizational components wherever feasible, and no new or standby machines or equipment shall be purchased where existing facilities are adequate. Separate installations will be established only when justified by reasons of economy, security, or other equally valid criteria.
- c. Special machines or equipment shall be purchased only when standard business equipment cannot satisfactorily accomplish the objective.

**3. RESPONSIBILITIES**

- a. Each office and Senior Staff head shall be responsible for insuring

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Management Improvement  
December 1953

full utilization of existing equipment and for authenticating and justifying requests for additional machines or equipment in relation to the Management Improvement Program of his Office or Staff.

- b. Each supervisor who has, within his jurisdiction, office business machines and/or equipment shall be responsible for determining that they are being used in the most efficient and economical manner.

- c. The <sup>MIS</sup> ~~Organization & Methods Service~~ shall be responsible for:

- (1) Reviewing requisitions for the following types of equipment: electrical typewriters, bookkeeping machines, calculators, adding machines, dictating and transcribing equipment, facsimile copying machines, reproducing, duplicating, microfilming and copying equipment, punched card equipment, and special or unique filing and collating devices. Conducting necessary surveys to determine whether requests are justified.
- (2) Examining justifications submitted and recommending approval or disapproval of requisitions.
- (3) Maintaining records of all such equipment and machines installed, on order or discontinued.
- (4) Developing uniform procedures for recording punched card machine time, idle time and down time, in conjunction with the supervisors of punched card installations.
- (5) Conducting surveys of the utilization and maintenance of office business machines and equipment and making recommendations

What if they are not so used - what does he do?

Administrative  
vis A vis  
Operational?

What kind of record?  
Open use, location?  
Stock Control, log off  
Should maintain location.  
And on order!  
Recommendation?  
Disposal?

~~SECRET~~Management Improvement  
December 1953

25X1

related thereto.

- (6) In collaboration with the user and any other components of the Agency who may be able to contribute assistance, conducting research and development in the design and utilization of special machines and equipment. — [what type]

- d. The Logistics Office shall be responsible for taking action on requisitions in accordance with recommendations of the Organization and Methods Service. (except cover and subsidiary requirements)!

#### 4. PROCEDURE

- a. Requisitions for new, replacement or additional office business machines or equipment shall be forwarded to the CIA Management Officer, accompanied by detailed, written justifications. The justification shall be signed by the Office or Senior Staff head or his authorized representative, and shall contain, as a minimum, the following information:
- (1) Nature of the work to be performed using the equipment requisitioned.
  - (2) Reasons for inability to use existing central facilities or pool facilities.
  - (3) Manner in which the acquisition of the machines or equipment will relate to the Management Improvement Program of the Office or Staff.
  - (4) Estimated annual savings and calculations related thereto, such as volume of work and man hours involved.
- b. Requisitions on which the ~~Organization & Methods Service~~ <sup>MIS</sup> recommends

approval shall be forwarded to the Logistics Office for action.

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25X1



Management Improvement  
December 1953

25X1

Those on which disapproval or reconsideration is recommended shall be returned to the requisitioning Office or Staff together with a memorandum regarding reasons for such recommendations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE.

L. K. WHITE  
Acting Deputy Director  
(Administration)